

Human Resources

Policy and Procedure Manual

First Baptist Church

**Butner
North Carolina**

- PREFACE -

The purpose of this Human Resources Policy and Procedure Manual is to set forth personnel policies and practices of the First Baptist Church of Butner in a clear and concise manner in order to promote the functioning of the staff in support of the ministries of the church. We are engaged in the most important business in the world - reaching others with the Gospel of Jesus Christ. In this work, each staff member is an integral part and every job is important in attaining the goals of this Church and its membership. Ultimately, the church staff is responsible to the membership of the Church. However, the membership has delegated certain responsibilities to the Human Resources Committee, who, in turn, are to consult with the Deacons on certain personnel concerns.

The Pastor is responsible for all of the staff. The Human Resources Committee assists the Pastor in establishing and recommending effective personnel policies to the Church for approval. These approved policies will serve as the Pastor's and Human Resources Committee's guide in maintaining an effective Church Staff.

This manual sets forth the policies of the Church regarding personnel, and the responsibilities of those charged with administering these policies. It is intended to assist all those who work with and for the Church to more closely achieve the fulfillment of the ministries of First Baptist Church, Butner, North Carolina.

AUTHORITY OF POLICY

The personnel policies and procedures contained herein have been adopted by the membership of First Baptist Church, Butner, North Carolina. All staff members should become familiar with these policies and procedures and should adhere to them at all times. On a rare occasion, there may be a need to make an exception to these policies and procedures. If so, a request should be made to the Pastor, who in turn, will notify the Chairperson of the Human Resource Committee. A decision will then be communicated back to the staff member making the inquiry.

ADMINISTRATION OF POLICY

The stated policies and procedures are to be consistently administered by the Pastor or his designee. The Pastor or designee should consult with the Human Resources Committee on matters of controversy, prior to making a final decision.

I. General Personnel Policy

- A. In any effective organization, some one person must be the responsible leader. In First Baptist Church, consistent with the pattern of the New Testament, that person is the Pastor. He is the one to whom all other salaried workers of the Church are responsible. All Volunteer Staff Workers will also receive directions from the Pastor or his designee. The Pastor shall be aided by the Human Resources Committee unless otherwise provided.
- B. The welfare of the Church as a whole has precedence over the work or program of any department of the Church. There shall be one Church program, not several. The entire program shall be planned and correlated under the supervision and leadership of the Pastor in coordination with other ministry staff (may include Choir director, Associate Pastor, Youth Director, Educational Director, etc.).
- C. Staff members have the right and privilege of disagreement with the Pastor's decisions, but they shall recognize and accept his responsibility to make such decisions. The Pastor's decisions with respect to personnel matters are, however, subject to review by the Human Resources Committee.

II. Structure and Responsibilities

- A. The Human Resource Committee shall act as the official agent of the Church in overseeing the implementation of the personnel policies of the Church. In addition, the Human Resources Committee shall be responsible for recommending changes in personnel policies to the Church, and for the hiring and dismissal of Church personnel as set forth in the by-laws of the Church and this manual.
- B. The Pastor is responsible for the administration of the Church

III. Duties and Responsibilities

- A. The duties and responsibilities of the Pastor are set forth in the Church Constitution.
- B. The duties and responsibilities of all other personnel are to be determined by the Church Human Resources Committee in consultation with the Pastor. These are to be reported to the Church for final approval.
- C. The Church exists for our Lord to carry out His business on Earth. The conduct of all Staff members shall be worthy of their calling to the ministry. All activities should be performed in love.

The Staff is not to minister for or in place of the members, but to minister to them in order that members may more effectively carry out their ministry in the workplace. It is the duty of the Ministerial Staff to lead, guide, and supply resources, instruct, initiate, motivate, assist, and act as agents in the execution of church policies and programs.

All members of the employed staff are engaged in the ministry of the Church. The Staff is not organized as a hierarchy, with some members on a higher level than others; but the distinction is that of function, each having responsibilities which are particularly his/hers, each assisting the other in order for the Church to reach its goals.

IV. Selection of Church Personnel

- A. The selection of the Pastor shall be as set forth in the Constitution of the Church.
- B. Other ministerial staff shall be initially sought out and screened by a Special Committee which shall be nominated by the Nominating Committee and elected by the Church. The Pastor shall serve as ex officio member of this Special Committee. In nominating this Special Search Committee, it is expected that the Nominating Committee and Pastor will involve members of standing church committees which will work with those staff members. When a candidate satisfactory to the Pastor and to the Special Search Committee has been identified, the candidate shall be presented to the Human Resources Committee for recommendation. The Human Resources Committee shall conduct such additional inquiry into the qualifications and background investigation of the individual as necessary or prudent under the circumstances, to include personal interviews of the candidate and spouse of the candidate.

The Human Resources Committee shall make a recommendation to the Church for employment by Church action. Opportunity should be provided for the Church to meet and to see the candidate involved in that area of the church for which ministry is being recommended. The Church will consider call to employment at a Special Business Meeting as set forth in the Church Constitution. Vote will be by secret ballot. At least ninety {90%} approval must be given. If this is not achieved then the meeting will end without other discussion and the Special Search Committee will resume their task of seeking a person to recommend for the position.

- C. All other staff shall be recruited and nominated to the Church for employment by the Human Resources Committee. This may be done at a regular business meeting of the church.

V. General Requirements for Employment

- A. Staff members shall maintain confidences and shall refrain from discussing confidential matters relating to staff work and Church relationships.
- B. Staff members are expected to work together in a courteous, harmonious and cooperative spirit. Christian leaders should set a worthy example of friendly working relationships.
- C. When the Church, or a responsible leadership group of the Church, has acted regarding a matter, it is the responsibility of a staff member to maintain a cooperative attitude whether he agrees or disagrees with such action.
- D. Staff members, who are paid with tithes and offerings dedicated to the work of the Lord, are expected to set an example in Christian stewardship, and to maintain the highest standards of conduct and morality.

VI. Individual Requirements and Expectations

- A. Good work is expected. All Staff are expected to show a commitment to Christian principles through excellence of work. Staff are expected to do their best on assignments, to learn all they can about their jobs and the Church, and to be prompt, dependable, and willing to do more than their share.
- B. Staff must be able to accept interruptions of schedule in a congenial and cooperative manner.

- C. The appearance and attire of Staff members shall be appropriate for the occasion and for their duties. The attire should be neat and attractive to the casual visitor to the Church.
- D. Each Staff member is expected to participate in opportunities provided for Spiritual and Personal growth.
- E. All personnel must be willing to help each other as a team equalizing work loads as much as possible.
- F. All staff must strive to create an environment in which their colleagues may experience growth and success in ministry.
- G. Time and ideas promote change, therefore it may be necessary to change a staff member's major responsibilities.
- H. Staff members are expected to check regularly with the Official Church Calendar for information and direction. Before any new item is placed on the calendar, a staff member is expected to clear the Official Church Calendar to verify that no individuals (staff or volunteer church members) already have a meeting involving them. As the new item is placed on the calendar, the person adding it is responsible for immediately notifying all staff personnel.

VII. Work Rules and Disciplinary Actions

- A. A staff member may be dismissed, suspended, placed on probation for a stated period, or otherwise disciplined on the basis of unacceptable conduct. Examples of conduct which may require termination of employment or other disciplinary measures include, but are not limited to the following:
 1. A refusal to accept a reasonable and proper assignment from an authorized supervisor;
 2. Reporting to work under the influence of alcohol or other drugs or the use of such on the job;
 3. Stealing from the Church or knowingly misusing Church property;
 4. Abusive behavior towards Church members or co-workers;
 5. Deliberate violation, disregard or abuse of the policies or procedures of the Church as set forth in this manual;
 6. Unsatisfactory performance of work;
 7. Breach of confidentiality
 8. Working contrary to an adopted program of the Church.
 9. Repeated absence or tardiness without reasonable explanation.
 10. Intimidation or interference with the rights of other employees including use of (but not limited to profane and threatening language;
 11. Sexual harassment and sexual improprieties;
 12. Any other reason deemed to be in the best interest of the Church.
- B. Some work may involve confidential material and private emotions of others. It is an adamant rule to respect this confidentiality.

Volunteer workers shall also maintain confidences, refrain from discussing confidential matters relating to staff work and Church relationships, and are expected to work together and with staff members in a courteous, harmonious and cooperative spirit.

- C. Should disciplinary action become necessary for any and all persons (except pastor) employed by the Church, the procedures available for use are as follows: (dependent upon the severity of the offense)

1. Verbal Warning

When an infraction of rules occurs, the matter should be immediately discussed by the supervisor and the employee and, if necessary, a verbal warning issued. Documentation will be placed in the employee's personnel folder.

2. Written Warning

Depending on the severity of the offense, the supervisor may issue a written warning to the employee, using for this purpose a Corrective Action Form. A copy of the warning will be given to the employee, and a copy will be placed in the employee's personnel folder.

3. Suspension without Pay

Some offenses are considered serious enough to warrant immediate suspension pending possible termination. A maximum of five (5) days suspension may be used to determine status of continued employment or termination.

The Supervisor should keep the Human Resources Committee informed of all disciplinary actions.

D. Termination

If a staff member, having gone through the proper disciplinary procedures, has not resolved his/her relationship with the area of concern, then the Human Resources Committee will terminate employment without severance pay.

Some offenses are considered serious enough to warrant immediate termination by the Human Resources Committee.

VIII. Conflict Resolution

It is the policy of the Church to provide for the settlement of problems or conflicts through an orderly procedure in a rapid and fair manner without fear of reprisal. Employees are encouraged to express their concerns about the conditions of work affecting them as employees. If an employee has any problem or conflict concerning his or her working conditions, the employee should first discuss it with his or her immediate supervisor. In most instances a simple misunderstanding can be cleared up immediately. If not, appropriate levels of review are as follows:

A. For the Pastor

1. Chairperson of Deacons
2. Full body of Deacons
3. Church in Conference

B. For other Staff

1. Pastor
2. Human Resources Committee
3. Church in Conference (Church Conference is to be requested by Chairperson of Human Resources Committee)

Should a problem arise with any employee the solution process is as follows:

The Pastor will talk with the individual person and seek to find a solution to the problem. If the problem is not resolved, the Pastor will seek consultation with the Human Resources Committee. The Human Resources Committee and the Pastor will work very closely and prayerfully in trying to seek a resolution of any problem that may exist with the staff individually or in their staff relationships. The Pastor will receive a recommendation from the Human Resources Committee as to resolution of the problem.

IX. Performance Evaluation

- A. Every staff member, excluding the pastor, will be evaluated by his or her supervisor at least once per year. The evaluation process will be completed in September and October of each year. This evaluation will be shared by the supervisor with the employee. A summary of these evaluations will be reduced to writing and will be taken into consideration by the Human Resources Committee in its formulation of church budget recommendations for staff salary and benefits.
- B. An evaluation will occur at the end of ninety (90) days probation period for new employees by their immediate supervisor. The evaluation conference and the results will be documented in writing and copies will go to the employee, supervisor and Human Resources committee. The probation period may be extended another ninety days or ended upon the recommendation of the supervisor to the Human Resources Committee. A copy will be placed on file in the employee's personnel record.

X. Hours of Employment

- A. Pastor
The pastor shall work whatever hours are necessary to accomplish the job. He is expected to maintain regular office hours, subject to the requirements of fulfilling his responsibilities. He shall keep the church secretary informed of his schedule so that he may be reached as necessary when not physically present at the church. The pastor's scheduled days off are Friday and Saturday. If it is necessary for him to work these days, other days off are to be scheduled so as not to interfere with the regularly scheduled activities of the church.
- B. Other Staff
 - 1. The Church Secretary is expected to work the hours and schedule according to the office hours approved by the church.
 - 2. OTHER STAFF MEMBERS will be expected to work as per agreement at time of employment and in keeping with the pastor's work schedule.

XI. Overtime

Overtime work is not permitted without specific authorization by the pastor.

XII. Lunch Period and Break Policy

The lunch period is for one hour. Lunch period time may not be accumulated nor will compensation time be given in the event the lunch period time is not taken. A break will be permitted in the morning and one in the afternoon. These breaks will be for a reasonable length of time - not more than fifteen (15) minutes. The exact time will be determined by the employee as to the work being done and when a proper time can

be fitted in.

XIII. Holidays

Good Friday, Easter Monday, Memorial Day, July 4th, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, and New Year’s Day are paid holidays.

In the event a holiday falls on Sunday or a non-work day, or a need requires staff members to work on a holiday, an alternate off-day will be designated by the Pastor in consultation with the Chairperson of the Human Resources Committee.

XIV. Vacation

Vacation must be taken in the year granted and may not be carried over to subsequent years. However, a maximum of 5 days may be carried over from the previous year when delayed for the convenience of the church and is to be taken during the first quarter of the next calendar year. Vacation may not be borrowed from future years. Vacation is intended to assure proper rest and relaxation. Therefore, pay in lieu of vacation is not permitted. Vacation earned but not taken prior to termination will be paid for by the Church. If a terminating employee has used more vacation than has been earned, an adjustment will be made in the final paycheck to reimburse the Church for excess vacation taken.

Vacation shall be earned by full-time employees in accordance with the schedules which follow. For persons who have worked less than a full year by June 30, the earned vacation shall be calculated on a pro rata basis for each month worked. Vacation earned at June 30 is the amount that may be granted in that calendar year.

CREDITED SERVICE	VACATION
6 - 12 months of service	1 week
1 year to 4 years of service	2 weeks
5 years to 10 years of service	3 weeks
over 10 years of service	4 weeks

Additional vacation time for the Pastor may be considered as a condition of employment.

Vacation accrual will start with employment date.

Vacation for new employees will be pro-rated from date of employment until December 31 of same year.

The vacation season will be the full calendar year from January 1.

An employee’s vacation shall be reduced by 1/12 for each month of the year remaining following termination.

A maximum of five days may be carried over from the previous year.

One week vacation time will be considered to be five (5) work days.

ELIGIBILITY FOR VACATION - In order to be eligible for a full vacation, an employee must have worked at least 75 percent of the time normally scheduled to work during the preceding 12 months.

An employee with a break in service with the Church will be treated as a new employee for the first 12 months following reemployment. After this period, credit for prior service will be applied in determining vacation eligibility.

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XV. Jury Duty

If summoned for jury duty, time off as necessary with full pay is granted. Any jury fees paid may be retained by the employee.

XVI. Maternity Leave

A leave of absence for a disability related to an employees' pregnancy, childbirth, or related medical conditions is considered maternity leave. Employees must submit a written request for a maternity leave of absence.

Although the church is not able to guarantee reinstatement in all cases, employees on maternity leave who return to work immediately following the end of the approved leave period with a physician's written release verifying that they are able to safely perform their duties will normally be returned to the same job they held immediately prior to their leave period. If that position is not available, a comparable position will be granted. An employee who fails to return after the approved leave period will be considered to have terminated voluntarily.

XVII. Military Leave

The Church will comply to governing laws for this type of time off. Employees who are called to serve will be granted a maximum of two weeks pay from the Church for reserve or active duty. The employee will be expected to be at their regular duty at any time not required by the military.

XVIII. Absences Due to Weather

The Pastor or designee shall determine whether staff members are to report to work. If the Church is closed due to inclement weather, employees will be paid regular salary. If the Church is open and the employee elects to not report to work, the absence will be either vacation time, or without pay.

XIX. Tardiness and Absence

The Church considers "unexcused" tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused" will be subject to the disciplinary action, up to and including possible termination. If you do not call in or report to work for two consecutive workdays, you are considered to have terminated voluntarily.

XX. Housing Allowance

Ordained ministers may, **at their own initiative**, have an amount of their salary designated as a housing allowance. This information will be presented to the Budget and Stewardship Committee at budget preparation time each year. The Chairperson of the Budget and Stewardship Committee will then present each minister's housing allowance to the Church Body at the business meeting where the Church is approving

the annual budget for Church Conference records. This action will meet Internal Revenue Service regulations governing ordained ministers housing allowances.

XXI. Workers Compensation

The Church carries workers compensation insurance on all employees. If an accident occurs, it must be reported to the Pastor, who will in turn notify the insurance company.

XXII. Insurance

Any permanent full-time employee may participate in the medical insurance plan of the church.

XXIII. Sick Leave

Sick leave with pay is not a right but a privilege granted by the church. Sick leave will be accrued at the rate of 8 hours per month for all paid full time staff members. A maximum of 240 hours sick leave may be accumulated. Staff members will not be paid for accumulated sick leave upon voluntary or involuntary termination of employment.

- A. When a regular employee is absent because of illness, injury or disability, it is the responsibility of the Pastor, the Human Resources Committee or the Deacons as appropriate to decide how long the employee may remain away from work for such reasons without loss of pay. In all instances, consideration shall be given to such factors as the employee's length of service, the nature and seriousness of the illness, injury or disability, and the previous attendance and performance record of the employee.

For absences due to illness, injury or disability, the Pastor as appropriate may approve continued compensation for up to two weeks in one calendar year. The Human Resources Committee upon recommendation by the Pastor may approve continued compensation for up to eight weeks. In instances where the Human Resources Committee feels absences with pay should be permitted to exceed eight weeks within one calendar year, a report and recommendation shall be made to the Church. For determining sick leave, a day excused shall be consistent with the normal work day of the individual.

If an employee has difficulty performing the job due to illness, injury or disability, or if the Pastor feels the employee may be medically unable to perform the job, a physician's statement may be required as to the employee's ability to continue working. This statement is required for protection of the employee and the Church.

- B. In the event of death or serious illness in the immediate family of a regular employee, the employee may be excused for up to three days by the Pastor as appropriate. Any time off in excess of three days shall be recommended by the Pastor and approved by the Human Resources Committee.
- C. For purposes of computing the days of sick leave taken within a calendar year, those days granted for death or serious illness in the family shall be included.
- D. If during the sick leave period of an employee, one or more holidays falls on a day or days within his scheduled work week, such days or days will be treated as a holiday rather than as sick leave.
- E. If an employee becomes sick during a scheduled period of vacation the time out will be counted as vacation but only for the length of time scheduled as vacation, except as otherwise determined by the Pastor or Human Resources Committee.
- F. An employee on sick leave shall notify the Pastor of the fact and the reason therefore as promptly as possible and shall keep the Pastor informed of his/her expected sick leave status.

- G. The Pastor or Human Resources Committee may (1) require an employee to be examined by a doctor, and/or (2) require a written evaluation from a medical provider; in connection with any sick leave taken or requested and/or in connection with a request to return to work after having taken sick leave.

XXIV. Retirement Funding

It is the policy of the Church to pay an amount equal to ten (10) percent of the annual compensation of each full-time employee into the Annuity Fund of the Southern Baptist Convention as a provision for retirement. For the ministerial staff, and full time staff members such retirement payments shall begin with the first day of employment. Compensation for ordained staff members is the salary plus the allowance for housing, utilities and any Social Security offset if provided by the church.

XXV. Resignation of Employee

When an employee resigns, notice shall be given as follows:

- A. Pastor - sixty (60) days unless otherwise mutually agreed, or in case of a retiring pastor, up to six (6) months.
- B. Other Staff - one month's notice.

Employees who retire, resign, or are terminated shall be paid for all earned but unused vacation time.

XXVI. Additional Leave for Ministerial Staff

- A. The Pastor may be allowed up to two weeks each year, over and beyond vacation, for the purpose of conducting and/or attending revivals outside First Baptist Church for which they may or may not receive remuneration. Participation in such activities must be approved by the Deacons. Expenses incurred for such activities will be borne by the individual.
- B. Attendance at National and State Baptist Convention by the pastor and/or other ministerial staff shall be considered a part of their normal work. Also, conferences, study courses, seminars and/or other activities outside First Baptist Church, but related to church work is considered part of their normal work. Expenses for these conventions and/or others that the Pastor and ministerial staff may attend will be paid by the church insofar as authorized in the church budget. The number of days away from the church for each staff person for such purposes will be specified at time of employment. Approval for such must be obtained from each staff person's immediate supervisor.
- C. Leadership of or required attendance at First Baptist Church functions such as retreats, camps, seminars, etc, shall be considered a duty of the paid staff. Expenses for such attendance shall be paid by the church insofar as authorized in the church budget, or by the group which requests the service. Participation in such events shall be coordinated with the Pastor and other church staff.

XXVII. Personnel Budget

The Human Resources Committee shall be responsible each year for making recommendations to the Budget Committee for salary and benefits to be paid each church employee for the coming year. Such recommendations shall be made in consultation with the Pastor (as to all personnel other than the Pastor). The factors to be considered by the Human Resources Committee in the recommendations are (1) length of employment at First Baptist Church; (2) increases in the cost of living; (3) job performance; (4) level of responsibility; and (5) self-improvement (such as obtaining advanced degrees, attending seminars, etc.). In addition, the Committee shall consider the compensation of each staff member as compared with each other staff member, and the compensation being paid to similar employees by other comparable sized area churches.

XXVIII. Review and Revision

The contents of this Manual, including the Church organization chart and job descriptions contained herein, reflect the organization of the Church and the responsibilities of various personnel as of this date. It is recognized, however, that changes in personnel and operating procedures occur from time to time. In order to have a meaningful and workable Human Resources Policy and Procedure Manual, it is necessary that the Manual reflect the current policies, procedures and responsibilities of the Church. Accordingly, it shall be the responsibility of the Chairperson of the Human Resource Committee to review this Manual, including the organization chart and job descriptions, at least annually with the Pastor in order to reconcile the Manual with actual practices. It shall be the duty of the Chairperson of the Human Resource Committee to report to the Human Resource Committee at its first meeting each calendar year the results of this meeting with the Pastor, in order to insure the confirmation of actual practices with the policies set forth in this Manual. If changes are necessary, the Chairperson of the Human Resource Committee will then present these to the church at the first business meeting of the calendar year.

NO EMPLOYMENT CONTRACT CREATED

Nothing stated herein is intended to create a contract of employment for a definite period of time. Employment with First Baptist Church of Butner is terminable at the will of either the First Baptist Church of Butner or the employee.

PERFORMANCE EVALUATIONS

Measuring performance is a worthwhile process that is beneficial both to the Church and to the staff member. The purpose is related to the goal of improving the performance of personnel so that the mission of the Church can be accomplished.

The process of measuring performance requires a commitment based on a proper philosophy for the work. The work must be seen in light of the stewardship concepts involved. To make this process effective is a significant investment of time and personnel.

Establishing current job descriptions, performance expectations, and goal-oriented results must be accomplished jointly by supervisors and employees.

The effectiveness of the process will be determined by how well all persons involved develop ownership of what is happening.

Who will be evaluated?

All staff (full and part-time}, excluding the pastor.

How often will evaluations be conducted?

Evaluations will be conducted at the end of the 90 day probation period for new employees and once a year for all other positions. The evaluation process will be completed in September and October of each year. (Please see a copy of the Evaluation Form included in this Personnel Guide.)

By whom will the evaluations be conducted?

By the immediate supervisor of each employee. The evaluation conference and the results will be documented in writing and copies will go to the employee, the supervisor, the Pastor, the Chairperson of the Human Resources Committee, and a copy will be placed in the employee's Personnel Record on file.